

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF AGRICULTURE

[M08-421]

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

SP08-02: Fees for Department Provided Services through FY 08-09 – Revised

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Issued: September 26, 2008

Effective: September 26, 2008

3. Summary of the contents of the substantive policy statement:

Under the authority provided by HB2462, approved during the 2008 legislative session, the Director of the Department of Agriculture is raising fees for services provided by the Department. These fees will continue through the remainder of fiscal year 08-09. The following service charge and licensing and registration fees are established by the Arizona Department of Agriculture:

Animal Health and Welfare Program:

- Livestock inspection service charge: \$10

Meat and Poultry Inspection Program Licensing:

- Class C Slaughter license: \$150
- Class B Slaughter license: \$50
- Class A Slaughter license: \$35
- Broker, Distributor, Jobber, Pet Food, Transport, Storage license: \$75
- Official Processor License: \$80

Dairy Inspection

- Manufacturing Plant license: \$100
- Distributing Plant license: \$300
- Trade Products Manufacturing Plant: \$100
- Producer Distributor: \$150
- Wholesale Distributor: \$100
- Milk Sampler License – Original test and license: \$50
- Milk Sampler License – Annual renewal: \$30

Pesticides:

- Pesticide Registration: \$110

This substantive policy statement revises the issuance and effective date of a previous policy statement from September 1 to September 26, 2008.

4. Federal or state constitutional provision; federal or state statute, administrative rule, or regulation; or final court judgment that underlies the substantive policy statement:

HB2462, Sec.12 authorizes the Department to raise established fees in fiscal year 2008-2009 to generate appropriated funds, beginning September 26, 2008. Under subsection (D) of Sec. 12, the Department is exempt from the rulemaking requirements of A.R.S. Title 41, Chapter 6 to raise the fees.

5. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a revision of a previous substantive policy statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

[M08-419]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

This substantive policy statement, #SP-101-BHS-CRS, is the Children's Rehabilitative Services (CRS) Contractors Policy and Procedure Manual (CPPM). The purpose of the CPPM is to introduce and describe the CRS program and its financing, organization, and administration. The CPPM contains the policies and procedures necessary for the operation of the CRS program through the Department's CRS contractors. More broadly, the CPPM is a policy statement developed by the Department that interprets and implements A.R.S. §§ 36-261 through 36-265 and 9 A.A.C. 7. The Department has issued an update to the CPPM effective October 1, 2008.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 1, 2008

3. Summary of the contents of the substantive policy statement:

The contents of the manual are divided into chapters. Each chapter contains the policies and procedures related to a component of the CRS program.

- Chapter 1 covers administration, including how to use the CPPM, how the Department monitors contract compliance, a guide to the documents contractors are required to maintain, a guide to useful acronyms, and definitions of terms used in the CPPM.
- Chapter 2 introduces the reader to the CRS program, including the program's mission, goals, and objectives, the program's governing statutes and rules, and overviews of program qualification and program funding.
- Chapter 3 addresses coordination of care, such as how a CRS member is provided services outside the state of Arizona and how a CRS member transitions to or from another service provider, whether due to relocation or "aging out" of the program.
- Chapter 4 covers eligibility and enrollment, including the processes for determining whether an applicant fulfills the requirements to receive services from the CRS program, the process for determining the payment status of a CRS member, and the conditions under which a member's eligibility, enrollment in CRS, or payment status may change.
- Chapter 5 lists the medical conditions that qualify an applicant for medical eligibility for CRS and lists similar conditions that do not fulfill the medical eligibility requirement.
- Chapter 6 describes the services the CRS program provides, including medical services, family-centered support services, telemedicine, and transportation.
- Chapter 7 sets forth procedures for CRS providers to process payments for services, including procedures for the submission and fulfillment of claims.
- Chapter 8 describes the processes by which CRS members can present or appeal grievances for denied services or by which applicants can request hearings to re-evaluate denied eligibility.
- Chapter 9 lists the types of records that CRS providers maintain for CRS members and sets forth policies for record management and the release of confidential information.
- Chapter 10 establishes the reporting requirements for CRS contractors.
- Chapter 11 describes CRS' framework for medical management and utilization management (MM/UM). MM/UM is the instrument CRS providers use in order to determine what services the provider can furnish to a member that will be subsequently reimbursed by the Department when the provider submits a claim for those services. This chapter describes MM/UM components such as prior authorization, concurrent review, retrospective review, case management, care coordination, clinical practice guidelines, referral management, and service planning.
- Chapter 12 describes CRS' framework for quality management, including delegated activities, credentialing, peer review, and performance measures.
- Chapter 13 establishes requirements for employee training by CRS contractors.
- Chapter 14 establishes requirements for CRS contractors' provider network.
- Chapter 15 describes the CRS corporate compliance program.
- Chapter 16 describes the CRS business continuity and recovery plan.
- Chapter 17 contains contractor-specific information.

Notices of Substantive Policy Statements

4. A statement as to whether the substantive policy statement is a new statement or a revision:

The substantive policy statement is a revision of the document formerly called the Regional Contractors Policy and Procedure Manual, or RCPMP, last compiled in 2004 for the contract period running from 2004 through 2008 and periodically updated during that time period.

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Kathleen Phillips, Esq.
Rules Administrator and Administrative Counsel

Address: Department of Health Services
Office of Administrative Rules and Counsel
1740 W. Adams St., Suite 200
Phoenix, AZ 85007

Telephone: (602) 542-1264

Fax: (602) 364-1150

E-mail: phillik@azdhs.gov

or

Name: Joan Agostinelli
Office Chief and CRS Administrator

Address: Department of Health Services
Division of Behavioral Health Services
Office for Children with Special Health Care Needs
150 N. 18th Ave., Suite 330
Phoenix, AZ 85007

Telephone: (602) 542-1860

Fax: (602) 542-2589

E-mail: agostij@azdhs.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Interested persons can obtain a copy of this substantive policy statement from the Arizona Department of Health Services. A free copy may be obtained online at the following web address: http://www.azdhs.gov/phs/ocshcn/crs/crs_az.htm.

A paper copy may be obtained from either of the locations listed below. The Department charges 25 cents per page for copying. Payment may be made by cash, check or money order made payable to the Arizona Department of Health Services.

Office for Children with Special Health Care Needs
150 N. 18th Ave., Suite 330
Phoenix, AZ 85007

(602) 542-1860 voice

(602) 542-2589 fax

- or -

Office of Administrative Rules and Counsel
1740 W. Adams St., Suite 200
Phoenix, AZ 85007

(602) 364-0781 voice

(602) 364-1150 fax

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF HEALTH SERVICES

[M08-420]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

This substantive policy statement, #SP-102-BHS-CRS, is the Children’s Rehabilitative Services (CRS) Clinical Practice Guidelines Manual (CPGM). The purpose of the CPGM is to establish the member treatment framework CRS providers are required to implement and follow for CRS conditions enumerated in A.A.C. R9-7-202. More broadly, the CPGM is a policy statement developed by the Department that interprets and implements A.R.S. §§ 36-261 through 36-265 and 9 A.A.C. 7. The Department has issued an update to the CPGM effective October 1, 2008.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 1, 2008

3. Summary of the contents of the substantive policy statement:

The CPGM contains eleven sections, each describing the clinical practice guidelines for a separate CRS condition found in A.A.C. R9-7-202. The sections contained in the CPGM are listed below:

<u>Section</u>	<u>CRS Condition</u>
I.	Bone Anchored Hearing Aid (BAHA)
II.	Cleft Lip/Cleft Palate
III.	Cystic Fibrosis
IV.	Epilepsy Surgery Kerrigan Revision
V.	Ilizarov Procedure
VI.	Maxillo Mandibular Osteodistraction
VII.	Metabolic Disease
VIII.	Neurofibromatosis
IX.	Sickle Cell Disease
X.	Spina Bifida
XI.	Use of Botox in Children with Spasticity

Each section contains categories of criteria and descriptions of the requirements to meet each criterion in each category. Sections omit criteria that are not applicable to that section’s CRS condition. The following table lists the criteria applicable to each category.

<u>Category</u>	<u>Criteria</u>
Organizational Guidelines	CRS Enrollment Interdisciplinary Team Membership Available Personnel Consultative Personnel Outreach Clinics Community-Based Services Facilities and Services Special Equipment Team/Staff Members Lead Physician Specialists
Guidelines for Patient Services, Evaluation, and Monitoring	Diagnosis and Treatment Evaluation and Education of Newly-Diagnosed Patients Transition Planning Ongoing Patient Evaluation and Monitoring Respiratory Evaluation and Therapy Gastrointestinal System/Nutrition Psychosocial Issues Monitoring Treatment References
Practice Guidelines	Patient Selection Psychosocial Evaluation Prerequisites Treatment Outcome Assessment

Notices of Substantive Policy Statements

Category	Criteria
Condition-specific Guidelines	Evaluation of Epilepsy Surgery Candidates Video EEG Seizure Monitoring Surgical Procedures for Specific Epilepsies Diagnostic Criteria for NF2 per Manchester Conference Diagnostic Activities for NF2 Radiation Exposure
Sickle-Cell Disease (extended section)	Introduction Principles of Care for Children and Adolescents with Sickle Cell Disease Diagnostic Testing for the Common Sickle Cell Syndromes Newborn Screening Follow-up Guidelines Follow-up of Infants with Probable Hemoglobin Disease Follow-up of Infants with Probable Hemoglobin Trait Follow-up Procedures for Infants with Hemoglobin Barts on Neonatal Screen Unidentified Hemoglobin Variants Genetic Counseling Sickle-Cell Disease - Comprehensive Care Routine Comprehensive Evaluations Immunizations and Prophylactic Medications Sickle Cell Patient & Family Needs Assessment Acute Illness in Sickle Cell Disease Requiring Urgent Medical Care Transfusion Therapy for Acute Complications Clinical Care Paths Outpatient Evaluation and Management of Febrile Illness Inpatient Management of Fever Outpatient Evaluation and Management of Pain Inpatient Management of Vaso-occlusive Pain Acute Chest Syndrome Acute Splenic Sequestration Aplastic Crisis Acute Stroke or Neurologic Event Outpatient Management of Prolonged Priapism Inpatient Management of Prolonged Priapism General Anesthesia and Surgery Chronic Transfusion Protocol Hydroxyurea Protocol Hematopoietic Stem Cell Transplantation Transcranial Doppler Ultrasonography References

4. A statement as to whether the substantive policy statement is a new statement or a revision:

The substantive policy statement is a revision of the existing Clinical Practice Guidelines Manual, last compiled in 2004 for the contract period running from 2004 through 2008. The CPGM was annually reviewed and periodically updated during that time period.

5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Kathleen Phillips, Esq.
Rules Administrator and Administrative Counsel

Address: Department of Health Services
Office of Administrative Rules and Counsel
1740 W. Adams St., Suite 200
Phoenix, AZ 85007

Telephone: (602) 542-1264

Fax: (602) 364-1150

Notices of Substantive Policy Statements

E-mail: phillik@azdhs.gov
or
Name: Joan Agostinelli
Office Chief and CRS Administrator
Address: Department of Health Services
Division of Behavioral Health Services
Office for Children with Special Health Care Needs
150 N. 18th Ave., Suite 330
Phoenix, AZ 85007
Telephone: (602) 542-1860
Fax: (602) 542-2589
E-mail: agostij@azdhs.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Interested persons can obtain a copy of this substantive policy statement from the Arizona Department of Health Services. A free copy may be obtained online at the following web address: http://www.azdhs.gov/phs/ocshen/crs/crs_az.htm.

A paper copy may be obtained from either of the locations listed below. The Department charges 25 cents per page for copying. Payment may be made by cash, check or money order made payable to the Arizona Department of Health Services.

Office for Children with Special Health Care Needs
150 N. 18th Ave., Suite 330
Phoenix, AZ 85007

(602) 542-1860 voice

(602) 542-2589 fax

- or -

Office of Administrative Rules and Counsel
1740 W. Adams St., Suite 200
Phoenix, AZ 85007

(602) 364-0781 voice

(602) 364-1150 fax

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF INSURANCE

[M08-434]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

2001 Commissioners' Standard Ordinary (CSO) Mortality Table

2001 CSO Preferred Class Structure Mortality Table

Ultimate 1980 CSO (Regulatory Bulletin 2008-05)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

August 8, 2008

3. Summary of the contents of the substantive policy statement:

The Regulatory Bulletin re-approves the use of two Commissioners' Standard Ordinary mortality tables and approves the use of a different mortality table for preneed life insurance contracts issued after January 1, 2009.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new statement.

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Mary Butterfield
Address: Department of Insurance
2910 N. 44th St., Suite 210
Phoenix, AZ 85018
Telephone: (602) 364-2499
Fax: (602) 364-2505

6. Information about where a person may obtain a copy of the substantive policy statement:

Copies of this policy are available via the internet at www.id.state.az.us or from the person listed in item 5 for 25 cents per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF INSURANCE

[M08-435]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

AIG Insurance Replacements (Regulatory Bulletin 2008-06)

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

September 30, 2008

3. Summary of the contents of the substantive policy statement:

The Regulatory Bulletin advises all insurance producers that they are legally obligated to ensure that AIG policyholders are **not** subject to misleading, or unsuitable, replacement solicitations.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Mary Butterfield
Address: Department of Insurance
2910 N. 44th St., Suite 210
Phoenix, AZ 85018
Telephone: (602) 364-2499
Fax: (602) 364-2505

6. Information about where a person may obtain a copy of the substantive policy statement:

Copies of this policy are available via the internet at www.id.state.az.us or from the person listed in item 5 for 25 cents per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

ARIZONA STATE BOXING COMMISSION

[M08-436]

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Substantive Policy Statement 0005, relating to recently-passed legislation amending the Statutes at A.R.S. § 5-225(C) regarding the fees to be charged by the Boxing Commission to promoters of unarmed combat/mixed martial arts programs

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 3, 2008

Notices of Substantive Policy Statements

3. Summary of the contents of the substantive policy statement:

The substantive policy statement is intended as a guidance document to initiate the sanction fees to be charged for the events. This policy statement may be amended at such time as the first events are conducted and an actual cost to the Commission can be determined.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

This is a new substantive policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Nan Mitchell
Address: 1110 W. Washington St., Suite 260
Phoenix, AZ 85007
Telephone: (602) 364-1730
Fax: (602) 364-1703
E-mail: nmitchell@racing.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement may be obtained from the Arizona Department of Racing/ Boxing Office, 1110 W. Washington St., Suite 260, Phoenix AZ 85007. The Department charges 50¢ per page for copying. Payment may be made with cash, check or money order made payable to the Arizona Department of Racing/Boxing.